

**Town of Ellington  
Inland Wetlands and Watercourses Agency  
Application**

Application # \_\_\_\_\_  
Date Submitted \_\_\_\_\_

**Applicant's Information**

**Applicant's Name:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Phone:** (work) \_\_\_\_\_ (home) \_\_\_\_\_  
(cell) \_\_\_\_\_ (fax) \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By submitting application, the applicant/owner is expressly authorizing access to the subject site for the Agency and its staff, is certifying that the information provided with the application is true and accurate to the best of their knowledge; is certifying that they are aware of and understand the application requirements and regulations, and acknowledges that any permit issued on the basis of inaccurate, misleading or faulty information may be deemed void by the Agency.

**Owner's Information (if different than applicant)**

**Owner's Name:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Phone:** (work) \_\_\_\_\_ (home) \_\_\_\_\_  
(cell) \_\_\_\_\_ (fax) \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(By signing above the owner is providing written consent to the filing of the application.)

By submitting application, the applicant/owner is expressly authorizing access to the subject site for the Agency and its staff, is certifying that the information provided with the application is true and accurate to the best of their knowledge; is certifying that they are aware of and understand the application requirements and regulations, and acknowledges that any permit issued on the basis of inaccurate, misleading or faulty information may be deemed void by the Agency.

**ALL NOTICES WILL BE MAILED TO THE APPLICANT UNLESS OTHERWISE REQUESTED!**

**Alternative Recipient:** \_\_\_\_\_

(Name, Mailing Address, Email, Phone #s & Fax)

**Property Information/Description:**

**Street Address:** \_\_\_\_\_ **Location:** \_\_\_\_\_  
(north, south, east, west side of road)

**Assessor's Parcel Number:** \_\_\_\_\_ **Total Acreage of parcel:** \_\_\_\_\_

**Total area of wetlands/watercourses on parcel:** \_\_\_\_\_ **Proposed wetland disturbance:** \_\_\_\_\_  
(acres) (acres)

**Public Sewer:** ☐ Yes ☐ No **Public Water:** ☐ Yes ☐ No

**Is the proposed project located within a public water supply watershed area?** ☐ Yes ☐ No

**If YES, the applicant is required to notify the Connecticut Water Company and Commissioner of Public Health by certified mail, return receipt requested with 7 days of this application. (Section 8.3)**

**Describe the proposed work, soil type and vegetation in the area of the activity:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant shall provide certification in accordance with Wetlands Regulation, Section 7.4e, Application Requirements:**

Whether or not any portion of the property on which the regulated activity is proposed is located within 500 feet of an adjoining town; ☐ Yes ☐ No

Whether or not a significant portion of the traffic to the completed project will use streets within an adjoining town to exit or enter the site; ☐ Yes ☐ No

Whether or not a significant portion of the sewer or water drainage from the project will flow through and significantly impact the sewer or water drainage system of an adjoining town; ☐ Yes ☐ No

Whether water run-off from the improved site will impact streets or other municipal/private property within an adjoining town. ☐ Yes ☐ No

**FOR OFFICE USE ONLY**

If YES to any of the above, the Agency shall, in accordance with CGS 8-7d(f), notify the clerk of any adjoining municipality of the pendency of any application, petition, appeal, request or plan concerning any project on any site. Notice of the pendency of such application shall be made by certified mail, return receipt requested, and shall be mailed within seven (7) days of the date of receipt of the application, petition, appeal, request or plan. (See Agency requirements Section 8.4)

**Type of Project: (check one)**

☐ Commercial/Industrial ☐ Residential ☐ Mixed Use ☐ Timber ☐ Agricultural  
☐ Other, explain: \_\_\_\_\_

**Type of Application: (check one)**

☐ Notification for Non-Regulated Use (Section 4.2)  
☐ Notification of Permitted Use as of Right (Section 4.1)  
☐ Administrative Permit (Section 6.4)  
☐ Agency Permit (FIFTEEN COPIES REQUIRED)  
☐ Permit Modification  
☐ Permit Extension  
☐ Regulation Amendment  
☐ Map Amendment  
☐ Appeal of Administrative Permit

**Application Submittals:**

☐ Completed Application Form (Appendix B)  
☐ Application Fee (Appendix A)  
☐ Abutters List (Section 7.4c)  
☐ DEP Form (Section 7.4d / Appendix B)  
☐ Certification as to Adjacent Towns  
☐ Certification as to Water Companies/Commissioner of Public Health  
☐ Notification Narrative and Support Documentation (Appendix D)  
☐ Project Narrative and Support Documentation (Section 7.4g, 1-11 inclusive, as deemed applicable)  
☐ Project Site Plan - circle one: Administrative (Section 7.4h1) / Agency (Section 7.4h2)  
☐ Supplemental Information (Section 7.5a-j, inclusive, as deemed applicable)

## **INSTRUCTIONS FOR COMPLETING THE STATEWIDE INLAND WETLANDS & WATERCOURSES ACTIVITY REPORTING FORM**

Use a separate form to report each action taken by the Agency. Complete the form as described below.

### **PART I: To Be Completed By The Inland Wetlands Agency Only**

1. Enter the year and month the Inland Wetlands Agency took the action being reported.
2. Circle ONE code letter to describe the final action or decision taken by the Inland Wetlands Agency. *Do not submit a reporting form for withdrawn applications.* Do not enter multiple code letters (for example: if an enforcement notice was given and subsequent permit issued - two forms for the two separate actions are to be completed).
  - A = A Permit Granted by the Inland Wetlands Agency (*not including map amendments, see code D below*)
  - B = Any Permit Denied by the Inland Wetlands Agency
  - C = A Permit Renewed or Amended by the Inland Wetlands Agency
  - D = A Map Amendment to the Official Town Wetlands Map - or -  
An Approved/Permitted Wetland or Watercourse Boundary Amendment to a Project Site Map
  - E = An Enforcement Notice of Violation, Order, Court Injunction, or Court Fines
  - F = A Jurisdictional Ruling by the Inland Wetlands Agency (i.e.: activities "permitted as of right" or activities considered non-regulated)
  - G = An Agent Approval pursuant to CGS 22a-42a(c)(2)
  - H = An Appeal of Agent Approval Pursuant to 22a-42a(c)(2)
3. Check "Yes" if a public hearing was held in regards to the action taken; otherwise check "No".
4. Enter the name of the Inland Wetlands Agency official verifying that the information provided on this form is accurate and that it reflects the FINAL action of the agency.

**PART II: To Be Completed By ~~The Inland Wetlands Agency~~ The Applicant** - If Part II is completed by the applicant, the applicant must return the form to the Inland Wetlands Agency. The Inland Wetlands Agency must ensure that the information provided is accurate and that it reflects the FINAL action of the Agency.

5. Enter the name of the municipality for which the Inland Wetlands Agency has jurisdiction and in which the action/project/activity is occurring.

Check "Yes" if the action/project/activity crosses municipal boundaries and enter the name(s) of the other municipality(ies) where indicated. Check "No" if it does not cross municipal boundaries.
6. Enter the USGS Quad Map name and number (1 through 115) as found on the Connecticut Town and Quadrangle Index Map (the directory to all USGS Quad Maps) that contains the location of the action/project/activity. See reverse side of the reporting form for the Connecticut Town and Quadrangle Index Map.

ALSO enter the four-digit identification number of the corresponding Subregional Drainage Basin in which the action/project/activity is located. If the action/project/activity is located in more than one subregional drainage basin, enter the number of the basin in which the majority of the action/project/activity is located. A town subregional drainage basin map has been mailed to all Municipal Inland Wetlands Agencies. Further, a table to subregional drainage basin names and numbers is provided at:  
[http://ct.gov/dep/cwp/view.asp?a=2698&q=323038&depNav\\_GID=1707](http://ct.gov/dep/cwp/view.asp?a=2698&q=323038&depNav_GID=1707).
7. Enter the name of the individual applying for, petitioning, or receiving the action.
8. Enter the name and address or location of the action/project/activity site. Also provide a brief description of the action/project/activity. Include in the description if the action/project/activity is TEMPORARY or PERMANENT in nature.

9. **CAREFULLY REVIEW** the list below and enter ONE code letter which best characterizes the action/project/activity. All state agency projects must code "N".

A = Residential Improvement by Homeowner  
B = New Residential Development for Single Family Units  
C = New Residential Development for Multi-Family / Condos  
D = Commercial / Industrial Uses  
E = Municipal Project  
F = Utility Company Project  
G = Agriculture, Forestry or Conservation  
H = Wetland Restoration, Enhancement, Creation

I = Storm Water / Flood Control  
J = Erosion / Sedimentation Control  
K = Recreation / Boating / Navigation  
L = Routine Maintenance  
M = Map Amendment  
N = State Agency Project  
P = Other (this code includes the approval of concept plans with no-on-the-ground work)

10. Enter between one and four codes to best characterize the project or activity being reported. Enter "NA" if this form is being completed for the action of map amendment. You must provide code 12 if the activity is located in an established upland review area (buffer, setback). You must provide code 14 if the activity is located BEYOND the established upland review area (buffer, setback) or NO established upland review area (buffer, setback) exists.

1 = Filling  
2 = Excavation  
3 = Land Clearing / Grubbing (no other activity)  
4 = Stream Channelization  
5 = Stream Stabilization (includes lakeshore stabilization)  
6 = Stream Clearance (removal of debris only)  
7 = Culverting (not for roadways)

8 = Underground Utilities (no other activities)  
9 = Roadway / Driveway Construction  
10 = Drainage Improvements  
11 = Pond, Lake Dredging / Dam Construction  
12 = Activity in an Established Upland Review Area  
14 = Activity in Upland

**Examples:** Jurisdictional ruling allowing construction of a parking lot in an upland where the municipality *does not* have an established upland review area must use code 14, other possible codes are 2 and 10. Permitted construction of a free standing garage (residential improvement by homeowner) partially in an established upland review area with the remainder in the upland must use code 12 and 14, other possible codes are 1 and 2. Permitted dredging of a pond must use code 11, other possible codes are 12 and 5.

11. Leave blank for TEMPORARY alterations but please indicate action/project/activity is temporary under question #8 on the form (description). For PERMANENT alterations, enter in acres the area of wetland soils or watercourses altered. Include areas that are permanently altered, or are proposed to be, for all agency permits, denials, amendments, and enforcement actions. For those activities that involve filling or dredging of lakes, ponds or similar open water bodies enter the acres filled or dredged under "open water body". For those activities that involve directly altering a linear reach of a brook, river, lakeshore or similar linear watercourse, enter the total linear feet altered under "stream". Remember that these figures represent only the acreage altered not the total acreage of wetlands or watercourses on the site. You MUST provide all information in ACRES (or linear feet as indicated) including those areas less than one acre. To convert from square feet to acres, divide square feet by the number 43,560. Enter zero if there is no alteration.
12. Enter in acres the area of upland altered as a result of an ACTIVITY REGULATED BY the inland wetlands agency, or as a result of an AGENT APPROVAL pursuant to 22a-42a(c)(2). Leave blank for TEMPORARY alterations but please indicate action/project/activity is temporary under question #8 on the form (description). Include areas that are permanently altered, or proposed to be permanently altered, for all agency permits, denials, amendments, and enforcement actions. Inland wetlands agencies may have established an upland review area (also known as a buffer or setback) in which activities are regulated. Agencies may also regulate activities beyond these established areas. You MUST provide all information in ACRES including those areas less than one acre. To convert from square feet to acres, divide square feet by the number 43,560. Enter zero if there is no alteration. Remember that these figures represent only the upland acreage altered as a result of an activity regulated by the inland wetlands agency, or as a result of an agent approval.
13. Enter the acres that are, or are proposed to be, restored, enhanced or created for all agency permits, denials, amendments, and enforcement actions. NOTE restored or enhanced applies to previously existing wetlands or watercourses. Created applies to a non-wetland or non-watercourse area which is converted into wetlands or watercourses (question #10 must provide 12 and/or 14 as an answer, and question #12 must also be answered). You MUST provide all information in ACRES including those areas less than one acre. To convert from square feet to acres, divide square feet by the number 43,560. Enter zero if there is no restoration, enhancement or creation.

**PART III: To Be Completed By The DEP** - Please leave this area blank. Incomplete or incomprehensible forms will be mailed back to the inland wetlands agency.



CONNECTICUT DEPARTMENT OF  
ENVIRONMENTAL PROTECTION  
79 Elm Street  
Hartford, CT 06106-5127

Gina McCarthy, Commissioner

GIS CODE #: \_\_\_\_\_  
For DEP Use Only

## Statewide Inland Wetlands & Watercourses Activity Reporting Form

Please complete and mail this form in accordance with the instructions. Please print or type.

### PART I: To Be Completed By The Inland Wetlands Agency Only

1. DATE ACTION WAS TAKEN: Year \_\_\_\_\_ Month \_\_\_\_\_
2. ACTION TAKEN (circle one):      A          B          C          D          E          F          G          H
3. WAS A PUBLIC HEARING HELD? Yes \_\_\_\_\_ No \_\_\_\_\_
4. NAME OF AGENCY OFFICIAL VERIFYING AND COMPLETING THIS FORM:  
(print) \_\_\_\_\_ (signature) \_\_\_\_\_

### PART II: To Be Completed By \_\_\_\_\_ The Applicant

5. TOWN IN WHICH THE ACTION IS OCCURRING: \_\_\_\_\_  
Does this project cross municipal boundaries? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, list the other town(s) in which the action is occurring: \_\_\_\_\_
6. LOCATION: USGS Quad Map Name: \_\_\_\_\_ AND Quad Number: \_\_\_\_\_  
Subregional Drainage Basin Number: \_\_\_\_\_
7. NAME OF APPLICANT, VIOLATOR OR PETITIONER: \_\_\_\_\_
8. NAME & ADDRESS/LOCATION OF PROJECT SITE: \_\_\_\_\_  
Briefly describe the action/project/activity: \_\_\_\_\_
9. ACTIVITY PURPOSE CODE: \_\_\_\_\_
10. ACTIVITY TYPE CODE(S): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
11. WETLAND / WATERCOURSE AREA ALTERED [must be provided in acres or linear feet as indicated]:  
Wetlands: \_\_\_\_\_ acres      Open Water Body: \_\_\_\_\_ acres      Stream: \_\_\_\_\_ linear feet
12. UPLAND AREA ALTERED [must be provided in acres as indicated]: \_\_\_\_\_ acres
13. AREA OF WETLANDS AND / OR WATERCOURSES RESTORED, ENHANCED OR CREATED: \_\_\_\_\_ acres  
[must be provided in acres as indicated]

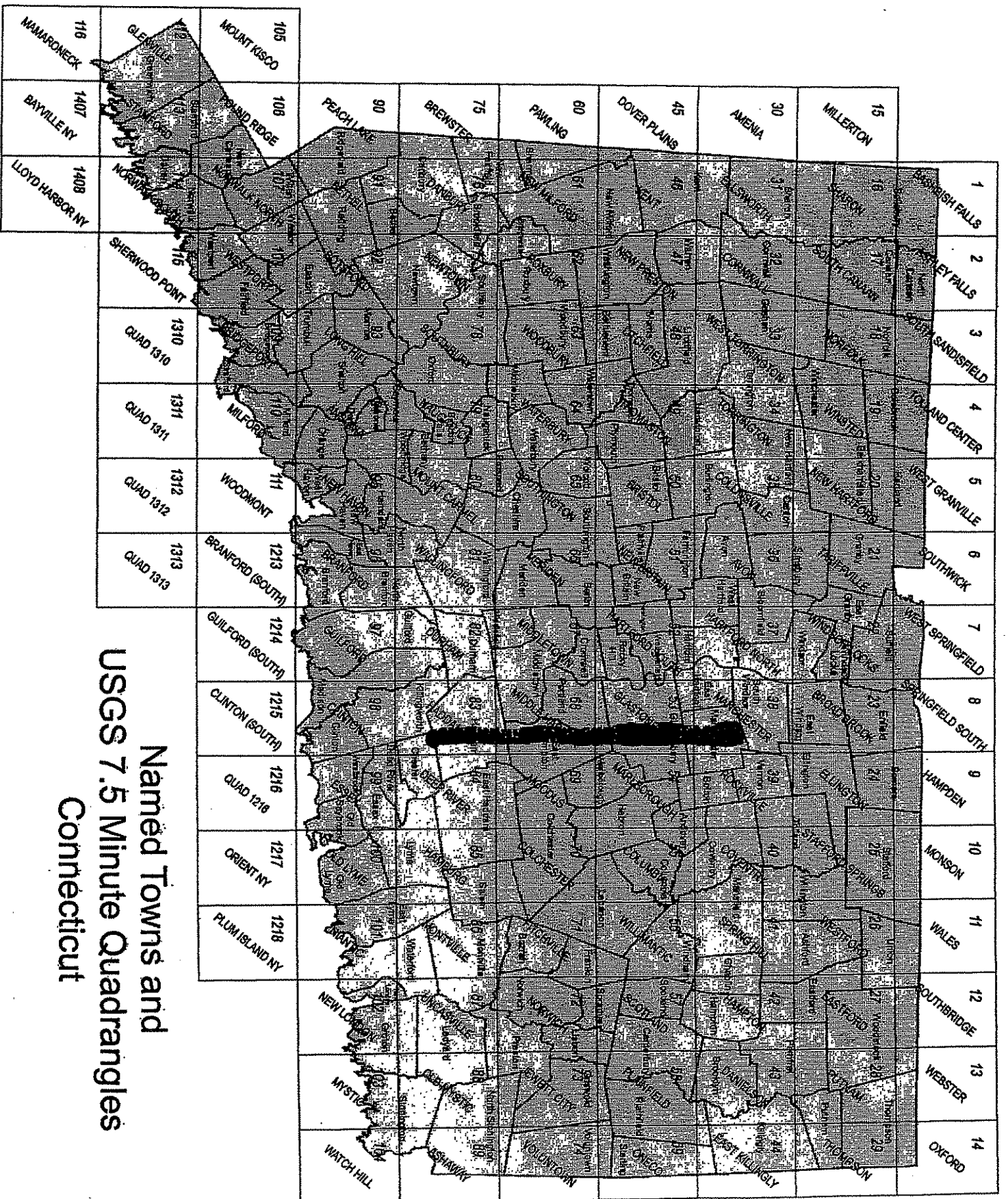
DATE RECEIVED: \_\_\_\_\_

### PART III: To Be Completed By The DEP

DATE RETURNED TO DEP: \_\_\_\_\_

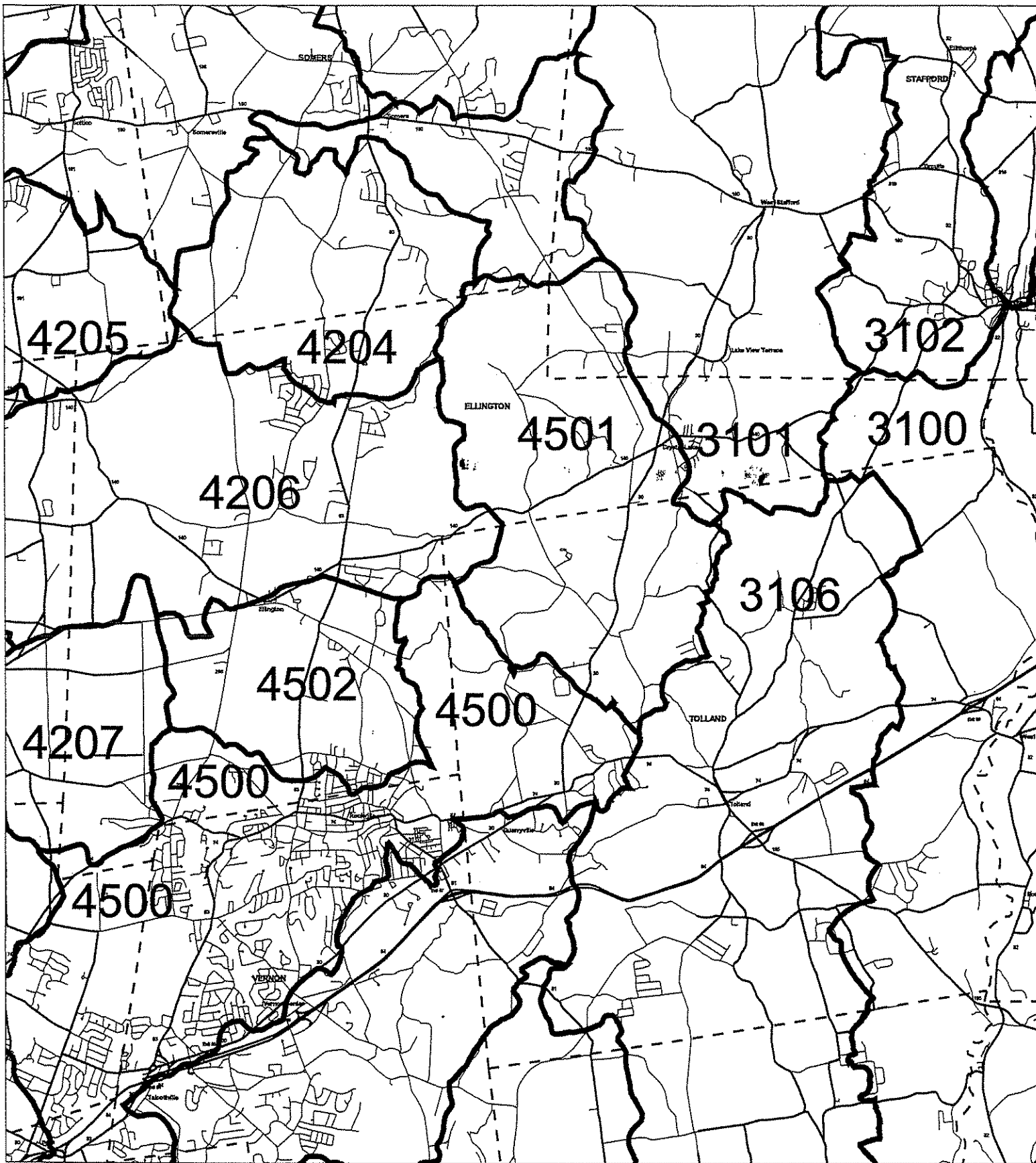
FORM COMPLETED: YES NO

FORM CORRECTED / COMPLETED: YES NO



Named Towns and  
USGS 7.5 Minute Quadrangles  
Connecticut

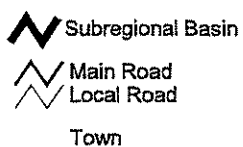




## SUBREGIONAL DRAINAGE BASINS

Statewide Inland Wetlands & Watercourses Activity Reporting Program

Ellington,  
Connecticut



0 0.5 1 1.5 2 Miles

July, 2000

DEP Inland Water Resources Division  
Wetlands Management Section



# Town of Ellington Planning Department



## APPENDIX D

On April 25, 2007, the Ellington Inland Wetlands and Watercourses Agency adopted the below requirements for all requests filed pursuant to Section IV, Permitted & Non-Regulated Uses of the Ellington Inland Wetlands and Watercourses Regulations. Such statements are required to be submitted along with a completed application form and applicable fee.

Written statements should include sufficient detail to accurately describe the proposed activity, such as:

- The total linear feet of the area to be disturbed.
- Any proposed widening, changing and/or elimination of existing channels or creation of new channels.
- The intended result of the proposed activity.
- The date(s) the activity will occur.
- The type(s) of machinery to be used.
- What materials of any kind will be brought into or exported from the properties.

In addition to the above, it is recommended that NOTIFICATION acceptance letters, upon issuance, state the following:

- Notification is granted for two (2) years from the date acceptance.
- 48 hour notice shall be submitted to the Ellington Planning Department prior to the scheduled start date.
- Name, address, and phone number of any private contractor(s) hired shall be provided.
- Notifications are non-transferable.
- That the acceptance of NOTIFICATION does not absolve an owner/applicant from seeking any State or federally required permits.